

# BID SOLICITATION

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Printed: 8/25/2006



City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

## BID OPENING DATE AND TIME:

09/14/2006 2:00 PM

BID NUMBER: B0003476

## SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BUYER: Prichard, Artie

PHONE #: (423) 757 - 5184 ext.

DELIVERY REQUIRED: 09/14/2006 2:00 PM

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City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>*****</p> <p>*** BIDS MUST BE RECEIVED NO LATER THAN ***</p> <p>*** 2:00 PM EST on September 14, 2006</p> <p>*****</p> <p>The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.</p> <p>***** NOTE *****</p> <p>PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Phone/Toll-Free No. _____</p> <p>FAX No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Employer's ID No. _____</p> <p>Minority-Owned Business ____ Small Business ____ Veteran ____</p> <p>Minority Woman Owned Business ____ Disabled Veteran ____</p> <p>Women-Owned Business ____</p> <p>*****</p> <p>There will be a Pre-Bid Conference on September 6, 2006 2:00 PM at the Purchasing Conference Room 200 City Hall Annex.</p> <p>*****</p>				
1.0	<p>990-50</p> <p>Installation of Security System for the City Hall Renovation Per Attached City of Chattanooga Specifications or Approved Equal.</p>	1.00	JOB		
				<b>TOTAL:</b>	

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.

ALL BIDS MUST BE SIGNED - The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax.  
Bids will be received at the above mentioned address.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

# INVITATION TO BID

## Electronic Access/CCTV System

### 1.0 Scope of project

The bid shall include supply and installation of all equipment necessary to provide an in-place, fully functioning electronic card access and CCTV system in the City of Chattanooga's City Hall. The system shall include

- 11 interior fixed cameras
- 36 Magnetic Locks for exterior and interior controlled doors
- 28 Proximity Card Readers
- 20 "Request to Exit" buttons
- 8 Electronic Door Strikes (EDS).

This invitation to bid contains four (4) drawings indicating the placement of the devices listed above. All specific items listed on this invitation to bid shall be required for submittal without exceptions.

### 2.0 General requirements

#### 2.1 Bid scope and intent

These specifications outline the furnishing and delivery to the City of Chattanooga of a complete in-place, fully functioning electronic card access and CCTV Surveillance System in the City Hall Building. With a view to obtaining the best results and the most acceptable system for service in the listed building, these specifications cover only the general requirements as to the type of capabilities and test to which the system must conform, together with certain details with which the successful bidder must conform.

This specification governs the requirements for all labor, materials, equipment, and transportation incidental to the fabrication, furnishing, and delivery. Installation shall be complete and ready to operate as specified herein. Minor details of construction and materials where not otherwise specified are left to the discretion of the Contractor, who shall be solely responsible for the design and construction of all features.

Bid responses and prices shall remain in effect for at least forty-five (45) days after the bid opening date.

The City intends to enter a contract with the successful bidder outlining all specific software, components, and equipment being installed. The contract will indicate the start and completion dates for installation.

Acceptance of the work in this contract will be on the basis of satisfactory accomplishment of the work as specified herein. Payment will be made after final written acceptance by City of Chattanooga (Net 30).

The City of Chattanooga reserves the right to reject any and/or all bids, accept the bid deemed in the best interest of the City, waive any informalities in the bidding, and not necessarily be bound to accept the low bid.

#### 2.2 Bidder responsibilities

##### 2.2.1 Code conformance

All work provided under this contract shall conform to state and local building requirements and be subject to inspection by the City to assure conformity of the plans, specifications and terms of the contract. The bidder shall cooperate with the City and provide assistance at all times for the inspection of the work performed under this contract. All required permit and license fees are the responsibility of the bidder.

### 2.2.2 Vendor experience

Each bidder shall furnish satisfactory evidence of their ability to provide the system specified. The bidder shall also show that the company is in position to render prompt service and to furnish replacement parts for said system.

Bidders shall provide a copy of a current STATE ALARM CONTRACTOR LICENSE at the time of bid submittal. Other licenses, professional certifications, customer lists, or proof of experience will be considered in the evaluation process.

### 2.2.3 Warranty

Bidders must furnish, along with proposals, a true statement that they offer at least a one-year parts and labor warranty against defects in material and workmanship on the entire system. The warranty period shall start on the date that the City puts the system "in service" or 60 days after delivery, whichever comes first.

The manufacturer must supply complete operation and maintenance manuals covering the completed system as delivered at the time acceptance testing.

### 2.2.4 Legal

The successful bidder shall defend any and all suits and assume all liability for the use of any patented process, device or article forming a part of the system or any item furnished under the contract.

### 2.2.5 Exception handling

All exceptions shall be stated no matter how seemingly minor. Any exceptions not taken shall be assumed by the purchaser to be included in the proposal, regardless of the cost to the bidder. The City will regard suggested technology improvements during the bid evaluation. However, when the vendors' proposal and the City's specifications do not agree, the City's specification will prevail.

Prospective bidders may contact the City of Chattanooga Purchasing Department and request a pre-bid conference if any clarification or additional description of parts or services is required.

## 3.0 **Bid evaluation and selection**

### 3.1 Evaluation process

#### 3.1.1 Evaluation team

The City will assemble a team of professional and technical personnel to review all submitted bids. This group will first select bids that most conform to the prescribed specifications as outlined herein.

An assigned individual from the Purchasing Department of the City will contact the bidder(s) if additional information is needed to clarify proposals or configurations.

#### 3.1.2 Bidder selection

Bid evaluation will be based upon bidder response and information obtained from literature, demonstrations and test of the equipment or software. The evaluation team may also visit facilities and research references to arrive at the best solution for the City.

A full evaluation of all qualified vendors' bids will be made. The City of Chattanooga reserves the right to determine the equipment and the configuration that best meets its needs and contract in its own best interest.

If, during the evaluation process, the City determines a particular requirement may be modified or waived and still allow them to obtain equipment that substantially meets the intent of the invitation to bid, then the requirement may be modified or waived for all vendors and all vendors' bids will be reevaluated in light of the change.

The evaluation team will make its best attempt to examine the ability of the vendor to meet the requirements and conformance to existing equipment configuration and operating procedures. The City may require a demonstration or test of the equipment to determine operating efficiency and appropriateness of equipment as bid to perform the job in the work environment.

Final approval of the selected vendor will be the sole responsibility of the City Council, City of Chattanooga.

### 3.2 Bid award

The selected vendor will be notified by a representative of the Purchasing Department, City of Chattanooga when the bid has been accepted and approved by the City Council.

## 4.0 **System Specifications**

### 4.1 Electronic access system

#### 4.1.1 Central process controller

The computer system used to program and operate the electronic access system shall operate on the Windows XP Professional operating system. The unit shall be capable of integrating with the City network in a peer-to-peer configuration.

Applications software for the electronic access system shall use an ODBC compliant database. Acceptable solutions are Microsoft Access, SQL-Server, Oracle, or any database that supports standardized query language (SQL) without requiring additional software.

The application shall place all volatile files required for normal operations in a network-accessible folder that will provide access for reporting or backup.

#### 4.1.2 Proximity Cards and Card readers

The proposed system must be capable of reading the existing credentials issued by the City and allowing access as indicated in the proposed system. The overall intent of the City is to have a single, integrated credentialing system using complimentary technology. Final acceptance will be partially contingent on successful testing of current cards with the provided system.

The existing cards are 26-bit, DuoProx II with pre-encoded site id and sequence numbers. Number codes will be provided to the successful bidder when the bid is awarded.

An example of a minimal acceptable proximity card reader is the HID Miniprox 5365.

Two (2) card reader stations (located on the first floor, 6A and 1G, shall have an electronic override mechanism to allow the device be defeated during regular business hours. These two entrances are to be designated as public and require no card access during designated times.

Two (2) card reader stations (located on the first floor, 9A and 9D) shall have a manual override located underneath the counter. This button should allow a contact interruption of the card reader, allowing someone outside to be "buzzed" in at the discretion of the worker at the counter.

#### 4.1.3 Cabling and installation

The central process controller for the electronic access system will be located in the Security area in City Hall. Provided cabling shall route from proximity card reader controlled sites and terminate with the necessary connection to the central process controller.

### 4.2 Video surveillance system

#### 4.2.1 Central process controller

The computer system used to view and record video images shall operate on the Windows XP Professional operating system. The unit shall be capable of integrating with the City network in a peer-to-peer configuration.

The computer system shall be capable of archiving up to seven (7) days of recorded video. The unit shall also have the capability to transfer recorded video to DVD or CD.

Video monitors shall be a 19" Color High Resolution video monitor and be capable of displaying up to sixteen (16) concurrent video camera images. Substitution of additional monitors is acceptable if the bid system cannot display sixteen concurrent video sessions. This station will be located on the first floor of City Hall as indicated "Info/Security 102".

Applications software shall be capable of recording video images in a format capable of viewing on a standard PC by using Microsoft Media Play or Apple Quick-Time. All recorded images shall visually indicate, on the recorded screen, the time and date of the activity being viewed.

The minimum range for acceptable recording shall be 5-7 frames per second (FPS), 420 horizontal lines, 320 vertical lines.

The application shall place all volatile files required for normal operations in a network-accessible folder that will provide access for reporting or backup.

#### 4.2.2 Video cameras

Video cameras shall be fixed Color CCD capable of producing video of 480TVL with a scene illumination of .4 Lux. The camera lens shall have an auto iris function and shall have the ability to adjust the lens to achieve the optimum field of view.

Camera power supplies shall be UL listed for CCTV installations and be equipped with surge protection.

Cameras will be installed as indicated in the drawings, as shown, but shall be oriented to obtain the greatest field of vision of the surveillance area. Units should be configured and placed to discourage vandalism or tampering.

#### 4.2.3 Cabling and installation

Cabling from cameras shall be routed to the guard station on the first floor of City Hall as indicated "Info/Security 102".

INSTRUCTIONS TO BIDDERS - CONSTRUCTION BIDS

To be in compliance with T.C.A. 62-6-102 through 62-6-119. Bidders must have a State Contractors License at the time of bid opening, and must Produce copy of same.

STATE CONTRACTORS LICENSE NUMBER AND LICENSE CLASSIFICATION NUMBER(S) IS REQUIRED WITH EXPIRATION DATE AND MUST BE NOTED ON THE BID ENVELOPE.

BID WILL NOT BE OPENED IF THE ABOVE IS NOT WRITTEN ON THE ENVELOPE.

THERE WILL BE A 5% BID BOND  
REQUIREMENT TO ACCOMPANY THE BID.

ONCE THE BID IS AWARDED, THE AWARDEE  
IS REQUIRED TO SUBMIT A 100%  
PERFORMANCE BOND.



## REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.



To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

The Contractor (not the Owner) shall purchase and maintain until Substantial Completion Builder's Risk Insurance (not All Risk Insurance) in the amount of the initial Contract Sum plus any amounts added by Change Order. The insurance shall list and include as named insured the City of Chattanooga, the Contractor and all subcontractors A.T.I.M.A. The deductible amount shall be \$1000.00 for each occurrence, which shall be paid by the Contractor. The Builder's Risk Insurance shall also provide coverage for portions of the Work in transit and for temporary storage of portions of the work to the value approved by the City in the Certificate for Payment.

## **Affirmative Action Plan**

For  
(Invitation or RFP No.)

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(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. It is the goal of the Contractor to have a workforce with a minimum of 8.6 percent minority and 6.9 percent female employees.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project.
6. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".

- b. Maintain systematic contracts with minority groups and human relations organizations.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
7. During the term of this contract, the Contractor, upon request of the City of Chattanooga Office of Economic and Community Development, will make available for inspection by the City of Chattanooga Office of Economic and Community Development, copies of payroll records, personnel records, documents and other records that may be used to verify Contractor compliance with these equal opportunity provisions.
8. The Contractor agrees to notify the City of Chattanooga Office of Economic and Community Development of any failure or refusal on the part of the contractor or any subcontractors to comply with the equal opportunity provisions set forth. Any failure of refusal to comply with the aforementioned provisions by the Contractor and/or Subcontractors shall be a breach of this contract.

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(Signature of Contractor)

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(Title and Name of Construction Company)

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(Date)